May

RCT Number (Finance Use)

Expense Reimbursement

Claim Number
52656

Employee Name: Christopher Graham

Delegated authority: [redacted]

Department (choose from drop down menu):

008	0000

Nominal Code (Finance Use)

Expense Period From: 23/05/2016
To: 30/05/2016

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) Other currency Hungarian Forint
23/5/16	0530	-	Taxi from airport to hotel	1	Travel - Overseas	7000.00
30/5/16	-	1815	Taxi from hotel to airport	2	Travel - Overseas	8000.00
				SUBTOTAL		15,000.00

Mileage

	Miles			
Car miles claimed (Standard Rate)*		45	p per mile	0.00
Car miles claimed (Public Transport Rate)		25	p per mile	0.00
Motorcycle miles claimed		24	p per mile	0.00
Bicycle miles claimed		20	p per mile	0.00
Passenger rate	No. of passengers	5	p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT 15,000.00

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

OK

[redacted]

May

RCT Number (Finance Use)

Expense Reimbursement

Claim Number
85123

Employee Name: Christopher Graham

Delegated authority: [redacted]

Department (choose from drop down menu):

008	0000
Nominal Code (Finance Use)	

Expense Period From: 27/04/2016
To: 19/05/2016

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
27/4/16	1530	-	Food on the train on the way to London	1	Subsistence - UK	5.50
28/4/16	-	-	Taxi between meetings	2	Travel - UK	25.00
	-	-	Late lunch	3	Subsistence - UK	7.00
	-	-	Taxi from station to evening engagement (receipt incorrectly dated as 27 April)	4	Travel - UK	6.00
			Hospitality for incoming Commissioner and her husband (share of bill + tip - alcohol)	5	Subsistence - UK	71.85
10/5/16	0630	-	Lunch prior to return to office	6	Subsistence - UK	6.64
	-	1500	Train ticket to return to office	7	Travel - UK	2.60
11/5/16	0630	-	Food on the train on the way to London	8	Subsistence - UK	4.50
	-	-	Food in London	9	Subsistence - UK	6.20
	-	-	Supper in London	10	Subsistence - UK	16.00
12/5/16	-	1345	Food on the train on the return to the office	11	Subsistence - UK	3.60
17/5/16	1455	-	Supper in London	12	Subsistence - UK	12.50
18/5/16	-	2200	Lunch in London	13	Subsistence - UK	5.95
19/5/16	1535	2200	Taxi from Bolton train station to university for speaking engagement	14	Travel - UK	5.00
19/5/16			Return flight from Manchester to Paris to speak at event on 3 June	15	Travel - Overseas	276.02
					SUBTOTAL	454.86

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate)*			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **454.86**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Expense Reimbursement

RCT Number (Finance Use)
7771

Claim Number
9701

Employee Name: Nicola Wood

Delegated authority:

Department (choose from drop down menu): Executive - 008

Expense Period From: 01/05/2016
To: 31/05/2016

Itemised Expenses

DATE	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (Choose from drop down menu)	COST (drop down for appropriate currency) UK £
18/05/16	[redacted] to Cambridge station and back 10 miles @ 45 p.p.m		Travel - UK	4.50
18/05/16	train fare		Travel - UK	39.80
			SUBTOTAL	44.30

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate)*			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance
TOTAL REIMBURSEMENT **44.30**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

Additions checked

Authorised by Finance Manager

008 0000
Nominal Code

Paid Stamp